

**WELFARE TO WORK VOUCHER PROGRAM
LEASING SCHEDULE TEMPLATE
JANUARY 2000 – DECEMBER 2000**

Month	Call from Waiting List		Conduct Eligibility Interview		Brief/Issue Voucher		Leases Executed (Monthly)		Leases Executed (Cumulative)	
	G	A	G	A	G	A	G	A	G	A
January										
February										
March										
April										
May										
June										
July										
August										
September										
October										
November										
December										

Key/Instructions:

Call from Waiting List: The number of persons to be called from the waiting list each month in order to meet monthly leasing goal.

Conduct Eligibility Interview: The number of people called from the waiting list that attend the eligibility interview. This number should assume that a certain percentage of applicants will not show for the interview.

Brief/Issue: The number of people determined to be eligible for the program that are briefed and issued a voucher. This number should assume that a certain percentage of applicants will be determined ineligible to participate.

Leases Executed: The number of leases and HAP contracts executed during the month. This number should take into consideration average search time needed, average number and length of extensions, and percentage of families issued that are not successful in leasing up.

G: Goal

A: Actual